

By the Numbers

7

**Class Specifications
Revised**

The Personnel Commission is responsible for defining, categorizing, and allocating positions to appropriate classes, assigning classifications within occupational hierarchies, and developing written class specifications.

The Personnel Commission is responsible for reviewing and evaluating requests for advanced salary step placement. Advanced steps are based on an employee's experience, education, and other factors related to recruitment.

48

**Advanced Step
Placements
Approved**

66

**Recruitments
Opened**

The Personnel Commission is responsible for recruiting and assessing candidates for employment based on provisions of the Education Code and other relevant laws, regulations, guidelines, and standards.

25% of all positions filled were within the Paraeducator job series. The next largest group of positions was the Instructional Assistant series at 13%, followed by the Campus Monitor series at 12%.

172

**Positions
Filled**

114

**Unemployment
Insurance Claim
Responses**

Personnel Commission staff provides support to the district by responding to classified unemployment insurance claims. 2022-23 saw a 47% decrease from 2021-22.

27% of our applicants learned about the recruitment through Governmentjobs.com, 23% found it by directly going to our district job page, 22% found it from a job posting aggregator site like Indeed.com, and 13% learned about it from an employee.

1,340

**Applications
Reviewed**

Other Activities & Accomplishments

One-Way Interviews

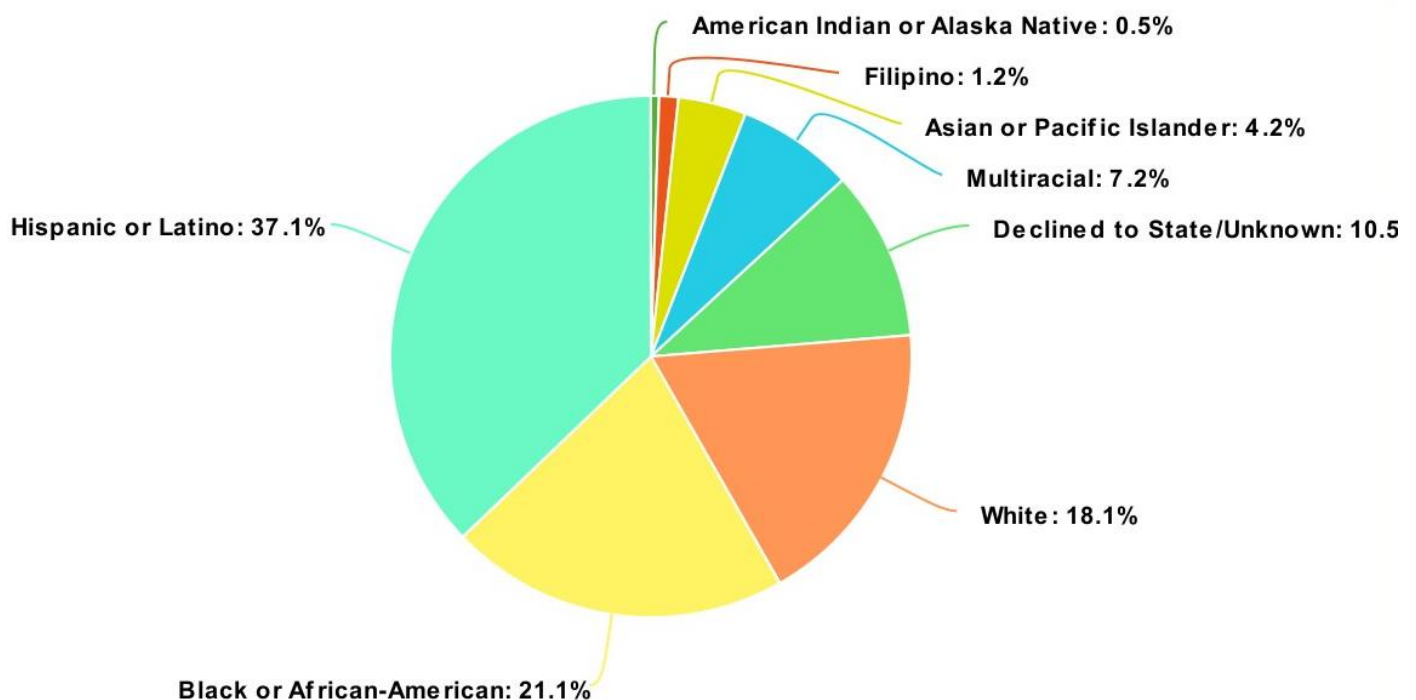
The Personnel Commission has been piloting the use of one-way interviews, also known as asynchronous video interviews, allowing candidates to record their responses to structured interview questions at their own convenience. This gives candidates advantages by eliminating scheduling conflicts, providing an opportunity to review questions prior to recording, and affording everyone a chance to re-record their responses before submitting. Our office benefits by having a streamlined process that reduces time spent on the logistics of scheduling and raters' time is respected since we know exactly how many interviews need to be reviewed and no time is wasted by no-shows. The 2023-24 fiscal year will see an expansion in the use of this tool.

Disciplinary Hearings

Permanent classified employees have the right to appeal a disciplinary action (termination, suspension, involuntary demotion) taken to the Board of Education. The Personnel Commission may uphold, modify, or reverse the action following a hearing. Two hearings were held in 2022-2023 resulting in both being upheld.

Commitment to Diversity

Providing equal employment opportunities is a keystone of merit system principles. We strive to ensure diversity in the candidates available for selection by using a balanced set of recruitment strategies, ensuring that selection criteria are job-related and do not impose unnecessary requirements, assess skills through direct measurement, and develop and use structured rather than unstructured assessments to minimize the possibility that decisions will be influenced by unconscious or unwarranted assumptions about candidates. Below is a chart summarizing the ethnic background of our applicant pool:



48% of applicants identified as female, 45% identified as male, and 8% declined to state or are unknown.